

Professional and Managerial Branch
Cultural Group
Library Series

LIBRARY LITERACY COORDINATOR

06/92

Summary

Under general supervision, performs specialized literacy and library-related work in community outreach, adult education program planning, collection and public services; performs related work as required.

Typical Duties

Plans, coordinates and manages system-wide Library literacy services.

Evaluates Library literacy collections and implements an on-going collection development program; assists in the selection of print and non-print media for literacy collection; develops and organizes library materials for special population groups; identifies outside funding sources for supporting and developing Library literacy programs and prepares and initiates grant proposals.

Assists English and Spanish-speaking patrons in locating and obtaining material in specialized areas; answers reference and information inquired by phone, letter and in-person; arranges and conducts tours of Library literacy sites and provides instruction in the use of literacy resources; oversees database of community literacy services; cultivates contacts with and carries out cooperative projects between local school districts, local organizations or institutions and the Literacy Center; confers with community organizations to stimulate library use; recruits and facilitates the training of volunteer literacy tutors.

Publicizes Library literacy programs and the Library by organizing special programs, writing press releases, preparing exhibits, speaking to community groups, and representing the Library in community organizations with an interest in literacy; prepares public information handouts about library literacy services and distributes handouts to local adult educational agencies, neighborhood organizations and social service agencies.

Recommends selection, supervises, trains and evaluates assigned personnel; enforces established rules and regulations, standards of conduct and work attendance.

Minimum Qualifications

Training and Experience: A Bachelor's Degree in sociology, psychology, social work, community/urban development, education, or a related field, plus three years in development and implementation of adult education programs in a (Spanish/English) bi-cultural community; or an equivalent combination of training or experience.

Knowledge, Abilities and Skills: Good knowledge of reader interest levels; good knowledge of instructional methods and materials for adult new readers and adult students of English-as-a-Second-Language, Adult Basic Education, GED, citizenship and amnesty; good knowledge of adult learner characteristics and learning needs; good knowledge of library public service work; good knowledge of a wide variety of books, authors and related materials in the specialized area; good knowledge of library materials selection media; some knowledge of microcomputer software products; some knowledge of automated cataloging systems and databases desirable; some knowledge of amnesty and citizenship processes desirable.

Ability to establish and maintain effective working relationships with fellow employees, the general public, and community agency personnel; ability to express oneself clearly and concisely, both orally and in writing; ability to conduct effective information service interviews and provide referrals to patrons.

Skill in meeting and dealing tactfully and effectively with the public in a bilingual/bicultural community.

Special Requirements: Must be bilingual (English/Spanish), both orally and in writing.

Director of Personnel

Department Head